

Position Title: CEA V, Principal Deputy Legislative Counsel II

Department: OFFICE OF LEGISLATIVE COUNSEL

Final Filing Date: Wednesday, July 29, 2009

Bulletin ID: 07162009_2

The Above-Named Examination Bulletin is Amended as Follows:

The level of this CEA, Principal Deputy Legislative Counsel II is corrected to CEA 2.

The previous postings were incorrect. Please see below.

This bulletin was originally posted on 07/16/09 at the CEA 5 level. Subsequently it was corrected on 07/20/09 to reflect a CEA 4 level.



OFFICE OF LEGISLATIVE COUNSEL
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT
CANCELLED

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	OFFICE OF LEGISLATIVE COUNSEL	RELEASE DATE:	Thursday, July 16, 2009
POSITION TITLE:	CEA V, Principal Deputy Legislative Counsel II	FINAL FILING DATE:	Wednesday, July 29, 2009
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$10,278.00 - \$11,558.00 / Month	BULLETIN ID:	07162009_2

POSITION DESCRIPTION

A CEA in the position of Principal Deputy Legislative Counsel II (PDLC II) has the overall and primary responsibility for managing one of four legal divisions within the Legislative Counsel Bureau (LCB). Typically, the PDLC II manages four subordinate Principal Deputy Legislative Counsel I's, who supervise 20-25 attorneys who are assigned to the division. The 120 Members of the California State Legislature are the primary clients of the LCB, and each division, under the management of a PDLC II, is responsible for drafting bills and amendments, and providing formal and informal legal advice, with regard to a wide range of California law.

The PDLC II organizes and directs the work of his or her division; identifies training needs to increase staff effectiveness; coordinates with the work performed by other LCB divisions; and participates in the formulation and implementation of institutional goals and policies that guide the activities of the LCB legal department.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management

functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Applicants will be screened on the basis of background and management potential, as well as the following:

- Membership in the State Bar of California.
- Extensive knowledge of the purpose, organization, and work activities of the Legislative Counsel Bureau, and of the constitutional provisions, statutes, and rules governing the actions of the California State Legislature.
- Extensive experience in the practice of law.
- Extensive knowledge and experience in the drafting of legislation or administrative regulations.
- Extensive experience in the preparation of legal advice for the California State Legislature, or for other governmental agencies with respect to matters arising from the enactment of California statutory law.
- Highly skilled in planning, organizing, directing, and reviewing the activities of legal staff, and in ensuring that their training needs are effectively met.
- Ability to communicate effectively, both orally and in writing, with clients, executive staff, colleagues, and subordinate staff.
- Ability to mentor legal staff in preparing legislative drafts, and written and oral legal advice, and otherwise providing legal service that is responsive to the needs of clients and is clear, logical, and effective.
- Experience and knowledge in developing and implementing administrative policies in a governmental environment.
- Ability to effectively meet clients' business needs under short deadlines.
- Strong leadership skills and the ability to function effectively as a member of an executive team.
- Ability to develop creative and innovative solutions to a wide variety of management problems.
- Knowledge of strategic planning, and the ability to effectively meet the goals and priorities of the employing organization.
- Ability to create a service-oriented culture among staff to provide a high level of service to customers.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their

examination results. The result of this examination will be used only to fill the position of **CEA V, Principal Deputy Legislative Counsel II**, with the **OFFICE OF LEGISLATIVE COUNSEL**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination will consist of a Statement of Qualifications evaluation weighted 100%. The Statement of Qualifications evaluation will be conducted by an executive screening committee. The Statement of Qualifications will be used to evaluate education and experience as it relates to the minimum and desirable qualifications and the "Evaluation Criteria" listed below. The Statement of Qualifications shall be no more than two pages in length and should include any relevant education, training and/or certificates earned that would contribute to the applicant's success in the position. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience.

Evaluation Criteria: The Statement of Qualifications should indicate total years of education and experience (and civil service classification, if applicable) performing each of the factors in the evaluation criteria. Candidates should describe in detail their experience relevant to each of the factors listed below, examples should be provided to justify the experience described. The factors that will be utilized in the evaluation are:

1. Describe your relevant education.
2. Describe/give examples of your experience in the practice of law.
3. Describe/give examples of your experience in the drafting of legislation or administrative regulations involving complex legal principles and precedents and their application to difficult, complex, and novel legal problems.
4. Describe/give examples of how you have developed creative and innovative solutions to a wide variety of management problems.
5. Describe/give examples of your management and leadership skills and how you have demonstrated the ability to function effectively as a member of a management team.
6. Describe/give examples of your ability to improve the effectiveness of professional legal staff in meeting client needs.
7. Give examples of your communication skills.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be

typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.
- If qualifying under Pattern IV of the minimum qualifications, please attach a copy of DD214 or other official discharge documents.

Applications must be submitted by the final filing date to:

OFFICE OF LEGISLATIVE COUNSEL , Office of Legislative Counsel Personnel
925 L Street, Suite 900, Sacramento, CA 95814
Lynn Snow | 916-341-8330 | lynn.snow@legislativecounsel.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF LEGISLATIVE COUNSEL reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>